



Office of Gift Administration  
25 West Fourth Street, 4<sup>th</sup> Floor  
New York, NY 10012-1119  
Telephone: 212.998.2790  
Facsimile: 212.995.4856  
Email: gift.administration@nyu.edu

# STOCK TRANSFER INSTRUCTION SHEET

## IMPORTANT

**1** Please complete this form and forward it to your financial advisor or broker.

**2** Please also forward a copy of this form to New York University's Office of Gift Administration via email at [security.gifts@nyu.edu](mailto:security.gifts@nyu.edu) or fax at 212.995.4856. This form of communication is important in the gift receipting process, as donor information does not always transmit through the DTC wiring system.

If you have any questions, please contact Christina Hillman at 212.998.6959 or via email at [security.gifts@nyu.edu](mailto:security.gifts@nyu.edu).

\_\_\_\_\_  
TO (DONOR'S FINANCIAL ADVISOR)

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

Please use this form as authorization to transfer the securities listed below from my account to the gift account of New York University at Merrill Lynch.

\_\_\_\_\_  
FROM (DONOR NAME)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

\_\_\_\_\_  
NAME OF SECURITIES

\_\_\_\_\_  
NUMBER OF SHARES

\_\_\_\_\_  
GIFT PURPOSE

\_\_\_\_\_  
SIGNATURE

## DTC Transfer Instructions for Broker and Financial Advisors

For gifts of securities to New York University, please deliver by DTC to:

Merrill Lynch Wealth Management  
DTC # 8862, for New York University  
Gift Account # 847-04X09.  
Attention: Thomas Albertson  
800-944-0677, MDA@ml.com

## IMPORTANT

For proper donor recognition, transfers must include the following information:

- Donor's name and address
- Name of security and number of shares
- Purpose of gift